



## **Board of Directors**

**November 6, 2018**

**District Office Building | 799 SW Columbia | Bend, Oregon**

### **AGENDA**



**5:30 p.m. MEETING CONVENED**

### **BOARD PRESENT**

**Brady Fuller, Chair**

**Ted Schoenborn, Vice Chair**

**Nathan Hovekamp**

**Lauren Sprang**

### **ABSENT**

**Ellen Grover**

### **STAFF PRESENT**

**Don Horton, Executive Director**

**Michelle Healy, Planning and Park Services Director**

**Matt Mercer, Director of Recreation**

**Julie Brown, Manager of Communications and Community Relations**

**Sheila Reed, Executive Assistant**

**Brian Hudspeth, Development Manager**

**Jeff Hagler, Park Stewardship Manager**

**Betsy Tucker, Finance Manager**

**Sasha Sulia, Superintendent of Park Operations**

**Sue Boettner, Recreation Manager**

**Laura Von der Osten, Recreation Coordinator**

### **WORK SESSION**

- 1. Recreation Program Report: Art Station – *Laura Von der Osten***

Ms. Von der Osten presented the Art Station report and shared some art pieces with the Board. She reviewed the history of the Art Station program from 1976 – today, describing how the District took on the operations of the program in 2016 when Art Central dissolved.

Ms. Von der Osten shared the goals of the program that include creating positive experiences, inclusive space to use creativity to promote wellness and self-expression, and lead the community in art education. She explained that 275 classes were offered this year for all age

groups. These classes offered many forms of media: ceramics, painting, drawing, printmaking, textile arts, jewelry, fused glass and workshops with renowned artists.

The participation summary showed that the average age of youth participants is 8 years old and the average adult age is 55. Participation in 2018 doubled that of 2017. Staffing for the Art Station includes one full time coordinator, 16 instructors and some visiting artists that hold workshops throughout the year.

Ms. Von der Osten showed a slide that captures the financial summary of operations.

**Financial Summary**

	Pro Forma Low	Pro Forma High	FY 17-18 Actual
Revenue	\$145,000	\$185,000	\$167,790
Expense	\$161,900	\$179,500	\$190,937
Subsidy	(16,900)	5,500	(23,147)
Cost Recovery	90%	103%	88%
Needs Based Assistance	\$5,000	\$6,000	\$4,984

Ms. Von de Osten closed with sharing some favorable reviews of the Art Station.

**2. Summer River Recreation Update – Julie Brown, Sasha Sulia and Geoff Frank**

Ms. Brown introduced Mr. Frank from Tumalo Creek Kayak and Canoe. Ms. Brown proceeded to give a summary of the summer season on the river. She spoke of the changes that occurred this year; the District contracted with Tumalo Creek Kayak and Canoe for the river concessions and moved the location for the tube concessions and parking. The river concessions were very successful with an 18 percent increase in river users, recording 251,485 floaters this season. The data collected showed that a majority of floaters reside in Oregon and floated multiple times this summer. Multiple states and a few countries were also represented on the river this summer.

Ms. Sulia spoke about the new Park and Float. The new location met several of the following goals: reduced parking and traffic congestion, established a more accommodating location for rentals and shuttle rides, and expanded options for the floating experience. The results exceeded expectations of participants according to 20 percent of survey takers, there was less impact on the Pavilion PAC than expected, and the transportation challenges were addressed early by all the involved partners.

Ms. Brown reported that employees at the District Office were asked to park in alternate spaces leaving the parking lot open for the community, these additional changes helped to further alleviate traffic congestion at Riverbend Park. This also reduced the workload of the park stewards by eliminating the need for patrol in the parking lot and allowed them to focus on other park needs. In addition to these changes she suggested that before next season the

roundabout in Riverbend Park should be expanded to allow passengers to unload while allowing vehicles to continue to pass through the roundabout at the same time.

Mr. Frank talked about the Green Tube initiative that offered free tubes to people who picked up trash in the river; over 300 of these tubes were handed out this season. In addition there was a summer campaign of enjoy, respect and protect as well as safety and stewardship pre-float talks for river users. Looking ahead, there will be videos that continue to educate river users on responsible recreation, improved operational and safety signage and further collaboration with CET and the District to make shuttle operations more efficient for the 918 average daily riders.

Ms. Sulia said the Whitewater Park continues to be a great experience for users, surf wave and passageway adjustments are continually made to provide a positive experience.

Revenue from the tube rentals was up this year and totaled \$145,107. Total river recreation costs this year was \$306,700, with an anticipated annual reoccurring costs of \$244,000.

Ms. Sulia said that planning ahead for next year includes the following projects at Riverbend Park: modifications to the roundabout, expansion of the plaza and improvements to the beach area. In addition, restroom facilities could be added at the park and float location and a river access evaluation is also planned.

### 3. Shevlin Park ADA Improvement Update – *Brian Hudspeth*

Mr. Hudspeth passed out a letter of support from UDWC (Upper Deschutes Watershed Council); this letter is attached to the minutes. Mr. Hudspeth began with stating that the focus tonight is on the Hixon Bridge, and in response to a request at a prior meeting to look at the impacted trail connections in Shevlin Park.

Mr. Hudspeth reviewed the project scope and timeline:

- Remove Hixon Covered Bridge and abutments
- Repurpose Larch Grove Bridge to be ADA accessible
- Restore riparian corridor where Hixon bridge was removed
- Create ADA accessible overlook in area where the covered bridge was removed
- Install interpretive signage about the original train trestle
- Decommission trail on east side of the creek between the two bridges and restore the area to reconnect wetland complex
- Construct new ADA trail from parking lot restroom to picnic shelter
- Re-stripe ADA parking stalls and repair ADA path at Aspen Hall
- Construct new soft surface trail to connect Larch Bridge south to Hixon Overlook. (This work will be done in-house)

- **September 2017** - BPRD received a notice to proceed from grant authority. Completion must be prior to October 2019
- **February 2018** – BPRD issues contract for design
- **Spring 2018** – BPRD staff evaluates redundant bridges
- **June 2018** – BPRD received revised scope of work, (SOW), and approval from grant authority.
- **August 2018** – BPRD authorizes design work for new SOW.
- **March 2019** – Design complete
- **February – May 2019** - Permitting
- **June – October 2019** – Construction (the in water work window is July & August)

Mr. Hudspeth went on to explain that the work must be completed by October or it will jeopardize the relationship with the local government grant process. The schedule is tight, but achievable; however, it does not accommodate the construction of another bridge. If it is decided that another bridge should be built; it will need to be its own project outside of the scope of this one.

Next, Mr. Hudspeth showed some maps of the trails in Shevlin Park and reviewed how the trail area can be modified to continue to offer many miles of trails to users that are accustomed to using the Hixon Bridge. He spoke about the condition of the bridge. Originally, it was thought that the abutments to the Hixon Bridge could be used to build another smaller bridge at the site, with further evaluation it was determined that they could not be reused. This contributed to the expense of replacing the bridge and led to the decision that a bridge was not needed at this site since there is another bridge nearby. With this decision, the District entered into an agreement with UDWC to put more emphasis on the riparian work in the area.

Mr. Hudspeth showed pictures of the area of the bridge and explained how the bridge changes the flow of Tumalo Creek. By removing the abutments, the river will behave more naturally and retake its natural floodplain. Increasing the riparian areas and creek bank structure will greatly reduce the impacts to the area in flooding events.

Staff considerations in making this decision:

- Asset retirement; staff conducts an evaluation of usefulness prior to replacement (what is the purpose of the bridge?)
- Environmental improvements are significant
- Redundancy of bridges is not necessary
- Funding source limitations (General Fund)
- Covered bridge has sentimental value to the park
- Trail user experience changes as a result of removing the bridge

Mr. Hudspeth said the staff recommendation is to move ahead with the plan as presented. If the Board would like to consider a new bridge, it will need to be considered as a separate project.

The Board overall agreed with the staff recommendation, recognizing the tough decision due to the sentimental attachment for the community to the bridge. Executive Director Horton recommended adding the covered bridge to the planned interpretive sign that will tell the history of the bridge.

### **7:00 p.m. REGULAR MEETING**

#### **VISITORS**

None

#### **CONSENT AGENDA**

1. Meeting Minutes – 10/2/2018
2. Codify Amended Personnel Policies

Director Sprang said that she and Director Fuller contributed to the work on the amended policies; small changes were made to comply with state law.

***Director Schoenborn made a motion to approve the consent agenda. Director Sprang seconded. The motion passed unanimously, 4-0.***

#### **BUSINESS SESSION**

1. Receive Budget Committee Member Applications and Review Budget Calendar – *Lindsey Lombard*

Betsy Tucker filled in for Lindsey Lombard. Ms. Tucker presented the four applications that were received to fill one open seat on the Budget Committee. Along with the applications, a map of the District and where the applicants live was provided to the Board. The Board was asked to consider the map and representation of the areas, length of residency in Bend and past involvement and skills that round out the current committee. Ms. Tucker requested that the Board submit three choices in order of preference by November 26.

Next, Ms. Tucker reviewed the budget calendar and important dates.

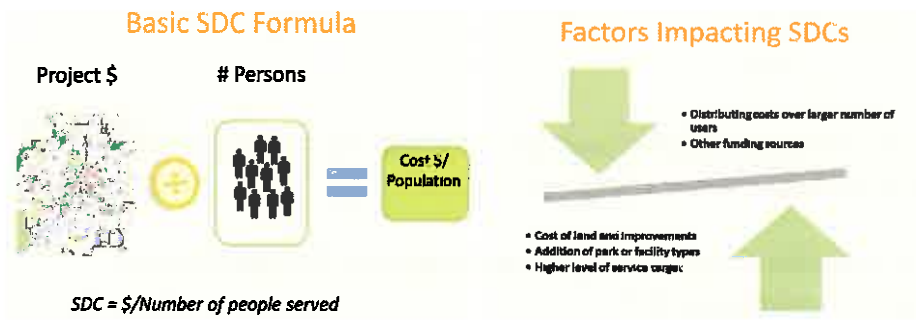
2. SDC Methodology Update – *Michelle Healy and Sarah Bodo*

Ms. Healy reviewed the agenda for tonight including the overview of the SDC methodology update, stakeholder meeting outcomes and next steps. She said the comp plan was completed last summer with direction for the next 10 years. Now there is a need for the SDC update. The last update was in 2009 and Bend has seen a lot of change since then. The funding requirements need to be considered in context of the new comp plan and should consider how to equitably recover growth costs.

Ms. Healy spoke about the key issues, including SDC project types, nonresidential SDC assessment, affordable housing and SDC administration. Currently, the District does not collect

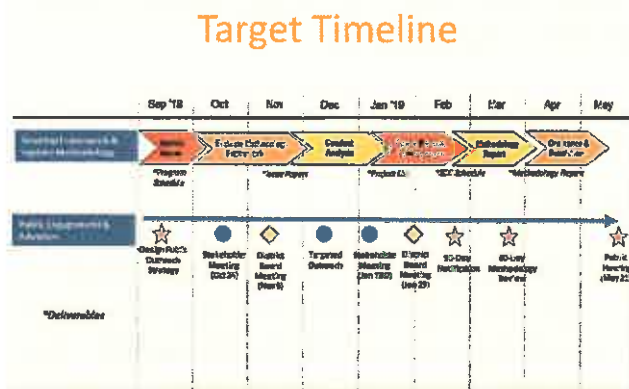
a nonresidential SDC with the exception of hotels and motels. The comp plan has recommendations to consider this idea because of the impact tourism has on the parks; this is one possibility that could take pressure off of the locals for funding. The affordable housing issue will be looked at by the consultant hired to help guide the District through the process. The consultant that the District chose for this has a lot of understanding of affordable housing and this is one of the reasons that they were selected. The District would like to ensure consistency with other agencies when it comes to SDC administration, and in addition could consider financing SDCs over time and size of home as a variable.

Ms. Healy reviewed the following slides:



She explained that the objective is not to raise the costs of SDCs, but most equitably fund the parks.

Ms. Healy commented that the target timeline is ambitious. Staff is willing to engage others in the community as needed, but does not want to have a committee process. This will streamline engagement and ensure it's useful by targeting the outreach. As the methodology is developed there will be outreach to individual organizations.



Director Hovekamp said that he would like to look at options and not just one single method. Ms. Healy ensured him that there will be options for the Board's consideration.

Ms. Bodo spoke of the October 24 stakeholder meeting with the following participants:

- Central Oregon Builders Association
- Central Oregon Association of Realtors
- City of Bend
- Deschutes County
- Affordable Housing: Pacific Crest, Housing Works, Habitat for Humanity
- Market Rate Housing: Tennant Development, Brooks Resources, Pahlisch Homes, Hayden Homes, PacWest Homes

The following items were discussed:

#### Issue #1: Project types

- Changing needs for funding the different types of projects
- Consider funding indoor recreation facilities
- Consider acquisition funding to meet the target LOS (level of service) for trails

The stakeholders had no issues with the project types, there were some questions about the LOS (level of service) being high, but overall it was most important to them to understand the actual fee. It was suggested to the District to consider giving credit for privately developed neighborhood amenities (pools, community rooms, playgrounds and trails).

#### Issue #2: Affordable Housing

- Various approaches to supporting affordable housing
  - Exemptions or waivers
  - Lowering SDCs for all housing
  - Assess fees based on house size or type (ADU, square feet, number of bedrooms)
- Legal consideration for a special district

The stakeholder feedback for this issue showed support of affordable housing and “housing that is affordable”. The group recognized that it takes many entities to create affordable housing and offered some ideas of how to structure a program, such as: offering a discount and aligning with the City’s methodology and there was some support of a progressive model of methodology and charging by the square foot.

#### Issue #3: Nonresidential SDC

- Equitably distribute costs to users
- Recognize impacts of nonresidential users (47% of Bend's employees do not live in Bend)

Stakeholders supported considering nonresidential SDCs. Since there were not many of these types of builders at this meeting, there would be a need for additional outreach.

#### Issue #4: Administrative

- Consistency with City of Bend policies/procedures
  - Financing, deferrals

Simplification and consistency with the City was supported by the stakeholders.

#### Next Steps

- Analyze policy issues
- Review project list and costs
- Engagement
  - Additional targeted outreach
  - Next Stakeholder meeting in January
  - Who else needs to be engaged?

Ms. Bodo said that the consultant is working on the next steps, reviewing the projects and costs.

Director Hovekamp expressed some concerns about the idea of reducing fees for affordable housing, Ms. Healy responded that the developers that were at the meeting showed appreciation for the work the District does and did not feel that the developers were really pushing for this as an option at this meeting.

#### 3. Approve Drake Park Bank and Trail Improvement CM/GC Contract – *Brian Hudspeth*

Mr. Hudspeth reviewed the CM/CG contract history. The responses to the request for proposal were ranked and scored; because they were close in ranking interviews were conducted. The review committee recommends Emery & Sons to serve as the CM/CG for this project. Since the contract is fairly small, Mr. Hudspeth asked for a contingency more than the general 10 percent, and requested \$10,000 instead. This would be used in case an extra cost estimate is needed or something else comes up that wasn't thought about. Total approval would be for \$41,040.

***Director Sprang made a motion to authorize the Executive Director to execute a contract with Emery & Sons Construction Group, LLC. for the Construction Manager/General Contractor pre-construction services contract for the Drake Park Bank & Trail Improvement project for \$31,040 and approve an additional \$10,000 contingency for a total contract award of \$41,040. Director Schoenborn seconded. Motion passed unanimously 4-0.***

#### **EXECUTIVE DIRECTOR'S REPORT:**

#### **BOARD MEETINGS CALENDAR REVIEW**

**PROJECT REPORT:** Attachment in Board Report

#### **GOOD OF THE ORDER**

**ADJOURN:** 8:37 p.m.




**EXECUTIVE SESSION** – The Board met in Executive Session upon adjournment of the regular meeting pursuant to ORS 192.660(2) (e) for the purpose of discussing real property transactions. This session was closed to all members of the public except for representatives of the news media.

Prepared by,  
Sheila Reed  
Executive Assistant

  
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Brady Fuller, Chair

  
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Ted Schoenborn, Vice-Chair

  
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Ellen Grover

  
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Nathan Hovekamp

  
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Lauren Sprang

